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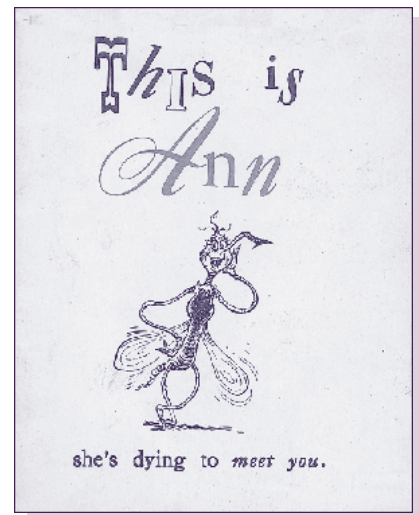
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What would you do if you had to receive, process and store approximately 40,000 documents every year? This is the challenge faced by Depository Librarian Ann Sanders; her coworkers Suzanne Schneiderman, Susan Smith, Charley Pelkey and Bernadette Bartlett; and the Library of Michigan's Federal Documents Depository Program. Part of a nationwide system of 1,360-plus depository libraries, the Library of Michigan and the Detroit Public Library serve as Michigan's regional depositories for all federal documents produced by the Government Printing Office (GPO). All federal materials are permanently kept on file. Another 44 selective depositories located in Michigan's Congressional districts keep anywhere from 3 to 80 percent of the GPO publications for 5 years.

"Our job is to make these federal documents available to the public," says Sanders. "Less than 20 percent of the GPO's output is sold through a sales outlet. These are all unique publications."

Collecting federal documents is a long-standing tradition in Michigan. The Library of Michigan has served as a depository for such publications since 1860 and the Detroit Public Library since 1868. Michigan also holds the unique position of being one of 8 states with 2 regional depositories. Thirteen states must rely on regionals in another state or territory and 2 states are shared between 2 institutions. Even before a regional system of depositories was established throughout the country, Michigan had already developed a strong network of dedicated and positive professionals.

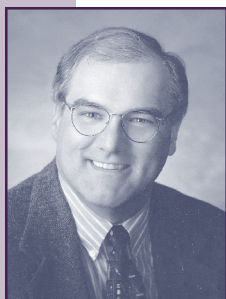
The 44 selective depositories are divided into two regions--the 1st through the 8th Congressional District depositories report to the Library of Michigan. The 9th through the 16th Districts are under the jurisdiction of the Detroit Public Library, which includes Detroit, Flint and Ann Arbor. The regional depositories provide the selectives with an enormous amount of consultation and training, such as how to handle policy changes. Part of Sanders' job is to advise the selectives on "best practices," or recommend the best method to handle documents. "Our single most commonly used service is giving permission to a selective depository to dispose of something," Sanders adds.



*During World War II, Theodore Geisel, aka Dr. Seuss, created government documents such as this one about malaria.*

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# Director's Chair



by George Needham  
State Librarian

Like many writers, I have a lot of trouble coming up with good endings. It's easy to start writing; you just need a hook to persuade the reader to peruse the rest of the column. The middle is never a problem; that's where you tell the story. It's making the graceful exit that's tough. This column marks my exit from the job of Michigan's state librarian. You'll have to judge for yourself whether it's graceful or not.

In the past two years, you've begun to see what librarians can do when we pull together. AccessMichigan, the "Statement of Common Vision and Values," increased cooperation among the various types of college libraries in the state, the explosion in use of our shared electronic systems such as MEL, SPAN, and *MichiganLegislature.org*, the increase in state aid for public libraries and subregional libraries for the blind and handicapped—all of these are possible because the Michigan library community is pulling in the same direction.

Don't ever forget that there is great power in unity. Remember the words of the Bible as paraphrased by Abraham Lincoln: "A house divided against itself cannot stand." Over and over, I've stood on my soapbox to say that the library profession is small, and that any time we subdivide ourselves further, or take public positions opposed to one another, we dilute our strength.

Never forget that there is great power in unity. Remember the words of the Bible as paraphrased by Abraham Lincoln: "A house divided against itself cannot stand." Over and over, I've stood on my soapbox to say that the library profession is small, and that any time we subdivide ourselves further, or take public positions opposed to one another, we dilute our strength.

Over the last few days, I've been peppered with e-mail messages wishing me well in my new job. Several people have thanked me for things that they think I've done. But my contributions to Michigan libraries in the past two and a half years have really been minimal. What has happened is that you, the members of the library community, have come together to use your power and to make dreams come true. If you want to remember me after I'm gone, remember to use that power. Like love, power gets stronger the more you use it.

There are too many people for me to thank individually, but I would be remiss if I didn't thank Legislative Council Administrator Dianne Odobina, my boss and legislative mentor for the past 30 months; Linda McFadden and Bonnie Gasperini, the current and past chairs of the Library of Michigan Board of Trustees, and all the LM trustees for their support of library cooperation; Marianne Hartzell and Randy Dykhuis, the directors of MLA and MLC respectively, for their insights, encouragement, and education in ways of Michigan libraries; and, of course, the wonderful staff of the Library of Michigan, who showed their skills, expertise, flexibility, and understanding many times during my tenure.

I want to thank all of you who have been willing to suspend judgment and disbelief, to reject turfism and monocular thinking, all in the common quest to create a new reality for Michigan libraries.

Until we meet again, best wishes to you all!

## Mahoney Children's Workshop

by Jacqueline Payne  
Executive Director  
Library of Michigan Foundation



Children's librarians state-wide will soon have another source of inspiration and useful programming information. The Library of Michigan Foundation, in cooperation with the Michigan Library Association (MLA) and the Michigan Association of Media Educators (MAME) will conduct a series of workshops for children's librarians in Michigan.

Named in honor of Raymond and Patrick Mahoney, the Mahoney Fund will underwrite the conferences so that the cost to librarians will be minimal. The first conference will be held on April 21 in conjunction with the MLA conference in Lansing at the Sheraton Hotel on Creyts Road at I-96. Additional 1-day conferences will be scheduled around the state between May and October 1999.

The first Mahoney Children's Workshop will have a gardening theme that encourages children and libraries to explore reading through children's gardening. Jane Taylor, curator of the MSU Children's Garden, will be the keynote speaker. Additional presentations will develop ideas for developing children's library programs around a theme of gardens and plants.

Mrs. Alice Mahoney, a long-time supporter of libraries and a donor to the Library of Michigan Foundation, established the Mahoney Fund in honor of her late husband, Raymond, and their son, Patrick. Mrs. Mahoney is devoted to children and their well being and to libraries. As a children's advocate, she encourages other teachers, librarians, literacy specialists, and parents to design and implement

the Library of Michigan  
telephone (517) 373-2548 or Jackie Payne, Executive Director of the Library of Michigan Foundation (e-mail [jpayne@libofmich.lib.mi.us](mailto:jpayne@libofmich.lib.mi.us)), or telephone (517) 373-1297).



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Sanders notes that topics you would not expect to be covered are found among the pages of these publications—fine arts, foreign languages and cultures, music. “It’s not just statistical stuff,” Sanders says. “There’s a huge range of subjects to choose from. The government is interested in everything.” However, there’s very little information on individuals unless they are public figures, such as the President of the United States or a famous architect, such as Frank Lloyd Wright. “You won’t find your tax return here,” assures Sanders.

The GPO is the world’s largest publisher. “It used to be second only to the Soviet Union, but with the demise of that government institution, it quickly became number one,” explains Sanders. She adds that much of what is produced by the GPO is becoming increasingly electronic in format. “But they still produce things in just about every format you could imagine.” In addition to the traditional printing-on-paper format, Michigan’s depositories receive documents on microfiche, CD-ROM, Braille, floppy disks, audio and audiotape, and even posters and maps.

Once these materials have been processed and become part of the Library’s collection, people may use them free of charge. If materials are not found at the selective depository, the Library of Michigan or Detroit Public Library will lend the requested publication free of charge through their interlibrary loan programs. “Our patrons shouldn’t have to jump through hoops or explain why they want the information from the documents collection,” says Sanders. “This information should always be available for you regardless of format.”

In addition to serving the public, the Library of Michigan publishes the *Michigan Plan for the Federal Documents Depository Library System*, which explains how to set up and run a federal documents collection. Because Michigan was the first state to write such a plan, it has served as a national model for other states and regional depositories. The third edition of the *Michigan Plan* was just published and released. Some of the standards listed in this publication are higher than those of the GPO. “We operate on the premise that we can aspire to these standards, even though we occasionally may be disappointed,” Sanders points out. As a regional depository, the Library of Michigan provides training and onsite visits for the selective depositories around the state. “I’m the road show,” Sanders chuckles, adding, “I made over 30 trips in FY 1997-98 for site visits and meetings, training and to talk about Michigan documents, the Michigan Electronic Library and *michiganlegislature.org*.” Two to three times a year she holds popular orientation sessions for people who are new to documents and those who want a refresher course. She also heads formal sessions on GPO Access, a flagship online service that offers 70 databases with over 129,000 titles. It is available to depository and non-depository libraries alike. Sanders has also been asked to speak at an event sponsored by the Association of American Law Libraries this summer. It is no surprise that both the Library of Michigan and Sanders have such a positive national documents reputation.

The staff of the federal documents program at the Library of Michigan are constantly striving to provide complete collections of publications to the public. A fire in the Lewis Cass building in 1951 badly damaged the Library’s collection. It took over 40 years to close the gap for one title—the *Congressional Record*--that was created by the fire. “But we did,” says Sanders. “Last year a gift from the Indiana State Library helped us.” It’s all part of a day’s work for the Library of Michigan’s Federal Documents Depository program.

## Interim Director of Alpena Library Awarded Athena Award

by Roger Mendel

Director

Midwestern Library Cooperative

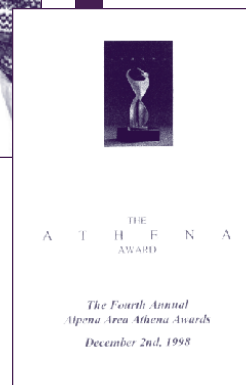
Judi Stillion, interim director of the Alpena County George N. Fletcher Public Library, was awarded the 1998 Athena Award on December 2, 1998. The Athena Award program sponsors this award to honor individuals who have opened doors to leadership opportunity for women.

Stillion received the award for her community involvement, her commitment to bringing cultural activities to the Alpena area, and her continuing concern for women and women’s issues.

Stillion has been associated with the library since 1972 and is a past recipient of the Michigan Library Association’s Eta Fyan Award.



Stillion (center), with Mendel (left) and, Vera Scheidler, retired assistant director of the Alpena Library.



# Highlights of Public Library Statistics

In September 1998, the U.S. Department of Education's National Center for Education Statistics announced the release of E.D. Tabs: Public Libraries in the United States: FY 1995. The report contains information about public libraries in the 50 states and the District of Columbia for state fiscal year 1995.

It includes information about service outlets, income and expenditures, staffing, service measures such as reference transactions, public service hours, interlibrary loans, circulation, library visits, children's program attendance, and circulation of children's materials. Most NCES reports are available via the Internet at <http://nces.ed.gov/pubsearch>.

The Library of Michigan collects and publishes data collected from Michigan's public libraries and presents the data in a statistical report. The data for FY 1997 was recently published in the Michigan Library Statistical Report, 1998 Edition and is also available via the Internet at <http://www.libofmich.lib.mi.us/publications/statistics.html>

Highlights of the public library statistics are included in the following chart.

United States FY 1995	Michigan FY 1996	Michigan FY 1997
<b>Number of Public Libraries</b>		
4,981 public libraries (administrative entities)	383 public libraries (administrative entities)	384 public libraries (administrative entities)
11% of the public libraries served 71% of the population of legally served areas. Each of these public libraries had a legal service area population of 50,000 or more.	11% of the public libraries served 61% of the population of legally served areas. Each of these public libraries had a legal service area population of 50,000 or more.	11% of the public libraries served 61% of the population of legally served areas. Each of these public libraries had a legal service area population of 50,000 or more.
<b>Operating Income</b>		
\$3.8 billion: 78.3% local government 8.7% other local 12.0% state government 1.0% federal government	\$195 million: 84.0% local government 7.7% other local 7.2% state government 1.1% federal government	\$223 million: 83.2% local government 8.7% other local 7.3% state government 0.6% federal government
<b>Operating Expenditures</b>		
\$4.3 billion: 63% staff 13% collection 20% other \$20.88 per capita	\$179 million: 66% staff 13% collection 21% other \$19.29 per capita	\$205 million: 63% staff 15% collection 22% other \$22.11 per capita
<b>Staffing</b>		
Total of 115,968 paid full-time equivalent staff	Total of 3,774 paid full-time equivalent staff	Total of 4,049 paid full-time equivalent staff
<b>Collections</b>		
695 million books and serials = 2.8 volumes per capita 24.5 million audio materials 11 million video materials	25 million books and serials = 2.8 volumes per capita 774 thousand audio materials 439 thousand video materials	26 million books and serials = 2.8 volumes per capita 911 thousand audio materials 548 thousand video materials
<b>Circulation and Interlibrary Loans</b>		
1.6 billion total circulation = 6.4 per capita	49 million total circulation = 3.3 per capita	30 million total circulation = 5.4 per capita
0.8 million interlibrary loans	468 thousand interlibrary loans	558 thousand interlibrary loans

## Deadline for 1998 LM Annual Report Fast Approaching

by Janet Laverty  
Business Services Director

Just a quick reminder--the February 1, 1999 deadline for submitting information to the 1999 Library of Michigan Annual Report is fast approaching. Over 200 public libraries still need to submit the report, which means there may be submission delays if everyone tries to electronically file the last few days of January.

If public libraries are unable to submit the annual report form by February 1, a letter of intent to file must be sent and postmarked by February 1 in order to qualify for state aid dollars. Please contact the Library of Michigan Business Services office at 517-373-1550 if you have any questions. Please mail your annual report forms to the Business Services Office, Library of Michigan, P.O. Box 30007, Lansing, MI 48909 or you may fax them to 517-373-5815.



# Library Shelves Modest Ways; Hires Proven Leader

by Jeanne May  
Detroit Free Press

The Clinton-Macomb Public Library's budget is going from \$100,000 this year to \$2.9 million, which sounds like the impossible dream. But it's reality—and part of a trend across Michigan. "We have a lot of library millages . . . going on around the state now, and about 80 percent are approved," Jeff Johnson, deputy state librarian, said this week. "I think it's tied to the great Michigan economy and employment picture right now. They're optimistic and willing to spend money on libraries."

That's what happened in fast-growing Clinton and Macomb townships with a combined population of 135,000, which is expected to reach 225,000 by 2020. They're served by a 17,000-volume library in a strip-mall storefront. It's run by 8 part-time staffers, none with a degree in library science. The \$100,000 comes from court fines, which across the state are earmarked for libraries.

But the people of Clinton-Macomb want more, so in August they voted to tax themselves a mill for the library. That will give them money for full-time, trained librarians and let them decide the hours their library is open. And that will trigger money from the state—\$93,000 next year.

After the Clinton-Macomb Library Board got all those bucks added up, it had to find someone to spend them. "We got the pick of the litter," Board President Donald Green said. She's Christine Hage, one of the state's hottest librarians.

She planned and built the Rochester Hills Public Library, the largest and busiest public library in Oakland County. It's such a spectacular place that an architecture magazine featured it on its cover. So did a national library magazine. She's also president of the 9,000-member Public Library Association, based in Chicago. "We want a library for the 21st century," Green said. And Hage convinced she can give it to them—although at this point, she wakes up in the middle of the night thinking about what to do next.

The townships also made some promises when they asked for library millage. "They promised to open a branch quickly," Hage said. "Then a main library. Eventually, two branches. . . . Within 6 to 8 months we should be leasing property. And we'll probably have to renovate a building. . . . We can start in leased

space, hire more staff, beef up the collections . . . I'm sure three years from now, there'll be something worth seeing."

If Hage has her way, that something will be a library where readers can find things as easily on a computer as they do on bookshelves. She saw to it that the Rochester library was wired for high technology, and she's already talking about fiber optics and advanced electronic gizmos for Clinton-Macomb. "The impact of technology on public libraries has been enormous," she said. "We're answering about half our questions using the World Wide Web."

She doesn't start work until January 4 (1999), but she's already figured out the shape of the Clinton-Macomb library's future. She noted that the Macomb County Library, the Macomb Community College library and the Macomb Intermediate School District library are nearby. "We don't have to duplicate them," she said. "We can be more focused in what we do. My feeling is it will be focused on children . . . and adult recreational and lifelong learning—fiction, travel and do-it-yourself."

In Rochester, she opened up computers for free Web use by library customers four years ago. Clinton-Macomb patrons can expect the same. They can also expect a library open seven days a week.

Hage hasn't met with the Clinton-Macomb staff yet, but she has scouted them out. Before she took the job, she visited the library one morning, telling no one who she was. She watched the staff greet customers by name. One asked her whether she needed help. "That's a staff committed to good service," Hage said. "They were saying and doing things I like librarians to say and do."

Hage is leaving a beautiful building, a great staff and a collection of 250,000 items in Rochester. So why's she leaving? "It's like a great artist who has one great canvas finished—but what an artist does is paint, so they go on to the next one," Johnson said.

Hage put it a bit less romantically. "To start a library from scratch, to build a building, to hire a staff," she said. "How could I say no?"

*This article originally appeared in the November 30, 1998 edition of the Detroit Free Press.*

## Celebrations--A Linking

by Marcia Barker  
Secretary  
Friends of Michigan Libraries

The Friends of Michigan Libraries are celebrating a "linking" of Friends seminars with the Grosse Pointe Friends on Thursday, February 18, 1999 at the Grosse Pointe War Memorial. Please join us as we share a day of Friends' ideas and information. Registration begins at 9:30 a.m., followed by a morning of celebrations, those special functions at your library that require special planning and execution. We will share lunch and entertainment at noon followed by our popular "open sharing" session where everyone gets to brag, complain, question, inform and learn about Friends. A \$15 registration fee is required. For more information, contact M. Singley at (248) 740-3266 or you may email her at [msingley1@aol.com](mailto:msingley1@aol.com).

## Curtis Township Library-- New, Improved and Open

by George Needham  
State Librarian

The Curtis Township Library of Glennie, Michigan, officially dedicated its new building on Saturday, December 19, 1998. This building holds the unique distinction of being constructed without a single cent of government funds. In fact, the only outside labor they seem to have hired was to pour the foundation and to install the roof. The money for these tasks came from a grant given by a private foundation.

The community began working on the building in mid-September and the library was ready to open on December 19. Library Director Mary Thompson told me that there were volunteers in the building until 4:00 a.m. adding the finishing touches to the interior. The restrooms weren't installed until Friday!

I heard a story at the ceremony that showed how everyone involved themselves in the library's construction. The telephone company sent an employee out to install the wires in the exposed walls. While he was in the building, the drywall arrived and the telephone guy was pressed into service to help unload the truck. After he finished his work, he contributed \$100 to the library on the condition that he never be asked to unload drywall again!

This event (and others like it) show how important public libraries are to their communities. Libraries like the Curtis Township Library are not only sources of information, education and reading materials, they are also sources of pride.

*Clockwise, from top: The new library; State Librarian George Needham, Library Director Mary Thompson, and Northland Coop Director Becky Cawley; A young patron; and Joey Hall, from Father, Son and Friends Celtic Music, looks like a very cold piper.*



## USF Application Window Extended

The SLC has extended the 1999 Universal Service Fund equal application window to 100 days. This extension was made to accommodate the delays in sending out funding commitment letters and allow people to wait for word on their 1998 applications before applying for 1999.

The final day to file Form 470 and still be a part of the equal application window is February 10, 1999. This allows for the 28-day competitive bid requirement to still be met before the equal application window closes on March 11, 1999. Any applications received after this date will be funded on a first-come, first-serve basis after all possible applications received during the window are funded. During the 1998 funding year, the funding limit was met by the applications filed in the equal application window and no applications received outside the window could be funded. Applicants are encouraged to file their forms within the window to ensure a place in the funding commitment process.

# Leading Excellence Act Signed Into Law

The Reading Excellence Act, the federal administration's children's literacy initiative, was passed and signed into law as part of a major omnibus appropriations bill (H.R. 4328, PL 105-277). The Reading Excellence Act legislation is authorized through fiscal year 2000, and the authorization level for both years is set at \$260 million.

The purpose of the Reading Excellence Act, which amends Title II of the Elementary and Secondary Education Act of 1965, is to

- 1) provide children with the readiness skills they need to learn to read once they enter school;
- 2) to teach every child to read, no later than the third grade;
- 3) to improve the reading skills of students and the instructional practices for current teachers who teach reading;
- 4) to expand the number of high-quality family literacy programs; and
- 5) to provide early literacy intervention to children experiencing reading difficulties. School library media specialists are included in the definition of instructional staff. In addition, there are partnership opportunities for public libraries.

Grants will be provided at the state and local levels. Grants to individual states will be provided by the Secretary of Education with the advice of a panel of experts. In its grant application, a state educational agency must describe how it will "promote reading and library programs that provide access to engaging reading material." Grants to states will be no less than \$500,000. Each state is required to develop reading and literacy partnerships, and among optional partners are listed a school library or a public library that offers reading or literacy programs for children or families.

States will make subgrants to local educational agencies (LEAs) on a competitive basis to schools identified for school improvement and which have the highest child poverty rate compared to other local educational agencies in the state. The LEA's application must also describe how it will promote reading and library programs that provide access to engaging reading material. The LEA is required to develop a partnership with one or more community-based organizations of demonstrated effectiveness in early childhood literacy and reading readiness, reading instruction and reading achievement for both adults and children, such as "a Head Start program, family literacy program, public library, or adult education program."

Funds may be used by the LEA to secure technical and other assistance for a program of reading instruction based on scientifically based reading research; a person or entity with experience or expertise about such a program and its implementation or a program providing family literacy services. Funds can also be used to provide professional development activities to teachers and other instructional staff; to purchase curricular and other supporting materials; to promote reading and library programs that provide access to engaging reading material; to train parents on how to help their children with school work, particularly in the development of reading skills; to provide family literacy services, and instruction for children with reading difficulties. Funds are also provided for a national evaluation of the programs; funds are also reserved for the National Institute for Literacy to disseminate information on scientifically based reading research.

For more information, see the U.S. Department of Education web site at <http://www.ed.gov/inits/americanreads/re.html> or 1-800-USA-LEARN.

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## Nominations Sought for MLA Annual Awards

Nominations for the Michigan Library Association Annual Awards are being sought. The 4 awards are the Trustee Citation of Merit, Walter Kaiser Memorial Award, Loleta Fyan Award and Librarian of the Year. The awards are one of the highlights of the annual conference. Recipients are nominated by others who recognize their special contributions. Nominations must be received by May 7, 1999.

The Trustee Citation of Merit award is given to a trustee who has made significant contributions in the development of local library service, promoted library cooperation, or worked effectively toward legislation or appropriations for libraries.

The Walter H. Kaiser Memorial Award honors Walter Kaiser, who served as the director of the Wayne County Federated Library System 26 years and was a nationally known library consultant, authority in local government and innovator in technical services. The award, which is given in Kaiser's memory, is given to a librarian, trustee or person associated with libraries who contributes an idea, procedure, concept or adaptation that results in the improvement of a library or libraries.

The Loleta Fyan Award, named after the woman who served as Michigan's state librarian from 1941 to 1961, is given to a librarian who transformed a routine task or untried idea into an imaginative, creative service. The nominee must project a dynamic image of the professional librarian. The recipient of this award must not have worked in his or her professional position for more than 10 years.

The Librarian of the Year Award was established by MLA in 1966 to recognize a member of the association who has made outstanding contributions to effective and improved library service. This individual must have been instrumental in providing improved library service to the college, university, school or public library. The nominee must also have shown evidence of personal and professional achievement, as well as initiative and creativity.

For more information or to obtain a nomination form, please contact the Michigan Library Association at 6810 South Cedar Street, Suite 6, Lansing, MI 48911, (517) 694-6615 or visit the association's homepage at <http://www.mla.lib.mi.us>

# The Envelope, Please . . . .

by Bryon Sitler

Multitype Libraries Specialist

Now is the time to honor that special person in your cooperative or library who has done something extra to inspire and motivate those around him or her to excellence in service.

One of the highlights of the Loleta Fyan Rural Libraries Conference is the awards presentations. On this special evening, honors are given to those librarians, trustees or friends of the libraries serving rural populations who have distinguished themselves in the field of librarianship. The awards committee needs your input to truly make this a statewide honor. Please take the time to complete a nomination form for someone you know to have enhanced their community or area by excellence in library service/support. Michigan has many deserving library nurturers. The award categories are

Children/YA

Collection Development

Library Services

Michigan Services

Personnel/Administration

Technology

Trustee/Friend of the Year

Librarian of the Conference

Please include the individual's name and state the reasons for your recommendation. We also need your name and telephone number and the library affiliation of the nominee.

The deadline for nominations is February 28, 1999. For more information or to submit a nomination, please contact Cindy Lou Poquette, Indian River Area Library, P. O. Box 160, Indian River, MI 49749.

## Schools and Libraries Division of the Universal Service Administrative Company Sends Out 1998 Notifications

by Patty Curthoys

Electronic Library Specialist

On November 23, 1998 the Schools and Libraries Corporation (SLC) began the process of notifying 1998 E-rate applicants regarding the results of their requests for discounts. The SLC is sending out commitment letters in waves. As each wave of funding commitment letters is sent, the SLC will announce the recipients for the wave on their website <http://www.slcfund.org> Michigan recipients information is also available on the Library of Michigan's website at <http://www.libofmich.lib.mi.us/>

As of this writing four waves have been released; several more are expected through the rest of January. Michigan funding commitments are:

Wave One:	\$ 5,366,660.98	Wave Three:	\$ 1,492,927.68
Wave Two:	\$ 3,767,242.13	Wave Four:	\$ 1,391,558.17
<b>Total:</b>		<b>\$12,018,388.96</b>	

Michigan is fourth in the nation for funding received. California is first with \$31,457,982.63 committed, Illinois is second with \$18,587,474.18 and New York is third with \$15,734,232.49 committed. Considering that these three states are heavily populated, Michigan has fared well thus far in the funding process.

The E-rate, established by a bipartisan act of Congress in the Telecommunications Act of 1996 with the Snowe-Rockefeller-Exon-Kerrey amendment, is authorized to provide up to \$1.925 billion in discounts for the 1998 funding period, which runs from January 1, 1998 to June 30, 1999. While the Federal Communications Commission determines the fund level for each funding year, the annual cap on the E-rate fund is \$2.25 billion. Public and private schools and all public libraries may apply for discounts ranging from 20 to 90 percent on telecommunications services, Internet access and internal connections. The SLC, a nonprofit corporation, administers the E-rate program.

In related news the SLC has extended the 1999 Universal Service Fund equal application window to 100 days. This extension was made to accommodate the delays in sending out funding commitment letters and allow people to wait for word on their 1998 applications before applying for 1999.

The final day to file Form 470 and still be a part of the equal application window is February 10, 1999. This allows for the 28-day competitive bid requirement to still be met before the equal application window closes on March 11, 1999. Any applications received after this date will be funded on a first-come, first-serve basis after all possible applications received during the window are funded. During the 1998 funding year, the funding limit was met by the applications filed in the equal application window and no applications received outside the window could be funded. Applicants are encouraged to file their forms within the window to ensure a place in the funding commitment process.



# Trustees Corner

by Ellen Richardson  
Library Law Specialist



## Review of Gift Policies

Gifts to public libraries, and the proper handling of gifts, are becoming an increasingly important issue for library trustees. As other sources of income have either shrunk or have merely kept pace with costs, donations to the library are actively sought as a means to provide for special needs, necessary renovations, or even new buildings. Some libraries have been fortunate to receive sizable donations as either outright gifts or as challenges to inspire additional gifts. One of the best ways to foster gifts to the library is to have a carefully developed gift policy and to demonstrate the wise stewardship of the gifts received.

District library trustees are authorized to accept gifts and grants for a district library by the grant of powers enumerated in Section 12 of the District Library Establishment Act, MCL 397.182. Other public library boards are authorized to receive and accept gifts and donations of both real and personal property by virtue of Michigan Public Act 136 of 1921. This act also empowers library trustees to dispose of property no longer needed for library purposes.

All public libraries should have a gift policy that addresses the acceptance of donations, both large and small, and the manner in which gifts must be handled. Many libraries have adopted policies that prohibit the acceptance of any gifts with conditions or restrictions. Others stipulate that gifts with onerous or burdensome conditions will not be accepted. Some libraries specifically delegate the authority to accept small gifts, such as used books or memorial donations under a certain amount, to the library director.

Library policy should also inform donors of tangible property that the library may not appraise or otherwise put a value on such gifts. Internal Revenue Service regulations and Section 155a of the Tax Reform Act of 1984 clearly state that the appraiser must not be the library which receives the item. Donors should be advised of this rule before the gift is accepted in order to allow them time to work with their own financial advisors and to make whatever arrangements are necessary for an appraisal.

For the first time since its enactment, Public Act 136 of 1921 has been amended. Public Act 370 of 1998, signed into law on 20 October 1998 with immediate effect, amends Section 1 of the Act, MCL 397.381, to give libraries the option of transferring gifts of intangible personal property to a component fund within a community foundation under certain conditions. Advocates of this legislation expressed the hope that this provision would foster cooperation and partnerships between local libraries and community foundations and better achieve the purposes intended by donors. Additionally, gifts could be added to the larger endowments of community foundations and invested according to foundation practices, with the earnings to be put to the intended uses.

It is important to realize that this option does not extend to real or tangible property or to federal or state grants. Neither does it apply to general operating funds. The investment of a public library's surplus funds is governed by the provisions of Public Act 20 of 1943.

If library boards choose to utilize this option, care must be taken to honor any conditions or restrictions placed on the gift. The community foundation would need to agree to the restrictions and, under certain conditions, would have to return a transferred gift to the library. To assure proper handling of the gift, the library may require a community foundation to establish a donor advisory board to make recommendations in regard to the transferred gift.

Even if there are no large gifts on the horizon, a sound gift policy and a knowledge of some transfer and investment options is an essential part of the trustees' obligation to manage library property prudently. The advice and counsel of professionals from the legal and financial community should be sought both when formulating policy and when dealing with large donations.

Public Act 370 of 1998, enrolled HB 5389, and the legislative analysis may be found on the Michigan Legislature Web Site at <http://www.michiganlegislature.org>

# January IS...

named after Janus, the Roman god of gates and doorways. He is usually depicted with two faces looking in opposite directions. January did not become part of the Roman year until circa 700 B.C., when Numa Pompilius, the second king of Rome, added two months, Januarius and Februarius. Originally Januarius had 29 days, until Julius, when two more days were added.

Fat Free Living Month  
National Book Month  
National Hot Tea Month  
National Soup Month  
Oatmeal Month

## Special Days in January

• **January 1** New Year's Day has been observed the beginning of the year in most English-speaking countries since the British Calendar Act of 1751, prior to which the new year began on March 25 (approximately the vernal equinox). New Year's Day has been called "Everyman's Birthday," and in some countries a year is added to everyone's age on January 1 rather than on the anniversary of each person's birth.

- **January 11** National Clean Off Your Desk Day
- **January 15** Hug Your Cat Day
- **January 17-23** International Printing Week
- **January 21** National Hugging Day

• **January 22** Answer Your Cat's Question Day  
Slaying the Year 2000 Dragon Workshop, Lansing Best Western Midway Hotel, sponsored by MLA\*

OCLC ILL Basics, sponsored by MLC†

• **January 25** Government Info on the Web for Corporate Libraries, sponsored by MLA†

• **January 27** National Compliment Day  
National School Nurse

• **January 28** OCLC Searching Basic, sponsored by MLC†

• **January 29** Fun at Work Day

MARC: An Introduction, sponsored by MLC†

• **January 31** National Popcorn Day

# February IS...

the month of purification. On February 15, Februa, or the Roman festival of purification was held. February has always been short--it had 28 days until 450 B.C. when it was 29 or 24 days every second year. Julius changed the number of days in February back to 28 and initiated the practice of a leap year, adding an extra day every 4 years.

American Heart Month  
Black History Month  
Library Lovers' Month  
National Cherry Month  
Return Shopping Carts to the Supermarket Month

## Special Days in February

• **February 1** Robinson Crusoe Day

• **February 2** Groundhog Day

• **February 3** Halfway Point of Winter: At 8:51 p.m. EST 44 days, 11 hours and 55 minutes will have elapsed.

• **February 5** Library of Congress Classification, sponsored by MLC†

• **February 5** Deadline for March/April 1999 Access

• **February 8** Clean Out Your Computer Day  
CatME for Windows, sponsored by MLC†

• **February 9** OCLC Searching Advanced, sponsored by MLC†

• **February 12** Abraham Lincoln's Birthday  
Slaying the Year 2000 Dragon Workshop, Gaylord Sylvan Treetops Resort, sponsored by MLA\*  
Serials Cataloging, sponsored by MLC†

• **February 15** Presidents' Day

• **February 19** Producing Perfectly Pleasing Presentations: Telling and Selling Your Story, sponsored by MLA\*

HTML Boot Camp, sponsored by MLC†

• **February 22** Assigning Library of Congress Subject Headings, sponsored by MLC†

• **February 25** Online Service Providers and the Digital Millennium Copyright Act, sponsored by MLC†

• **February 26** HTML Boot Camp, sponsored by MLC†

• **February 27** No Brainer Day

## Beginning Workshop

May 16-21, 1999  
North Central Michigan College, Petoskey

This week-long introduction to public librarianship covers organization of library materials, reference, administrative policies, library law, cataloging and selection, public relations, children's services and much more.

Full registration: \$375

Registrations for this workshop are limited to 75 participants.

Qualified attendees who complete this workshop may earn a Level VII Certificate of Library Experience (3.2 CEUs).

Funded in part with a gift from the Library of Michigan Foundation's Loleta Fyan Fund.

\*For information or registration for workshops, please contact Sharon Granger at the Michigan Library Association, (517) 694-6615, ext. 27 or email her at [grangers@mlc.lib.mi.us](mailto:grangers@mlc.lib.mi.us).

†For information or to register for Michigan Library Consortium workshops, contact them at 517-694-4242, visit the MLC website at <http://mlc.lib.mi.us>, email them at [register@mlc.lib.mi.us](mailto:register@mlc.lib.mi.us) or complete an MLC workshop registration form and fax it to 517-694-9303

The Hoyt Public Library, the main library of the Public Libraries of Saginaw, received a major bequest from the late Maxwell K. Pribil, a retired Saginaw industrialist. Pribil's will has provided for the creation of a charitable trust to assist the Hoyt Public Library in perpetuity. The trust, currently valued at \$780,000, will earn the library an estimated \$30,000 to \$40,000 annually. The Citizens Bank in Saginaw is administering the trust. Pribil's will recommended that the income from the trust be "employed for the purpose of purchasing books, periodicals and other media used for the transmission of knowledge." The library's governing board has final say over the use of the funds. Pribil, manager of Saginaw Products, loved books and music and enjoyed visiting the Hoyt Public Library.

The Flat River Community Library cut a ribbon and officially opened its new \$3.4 million facility on October 26, 1998. The library, which serves the city of Flat River and Eureka, Montcalm and Fairplain Townships, worked for many months to raise the necessary funds to build its new 23,000-square-foot structure. The new building includes a 1,700-square-foot basement level and a mechanical mezzanine level of 1,100 square feet. The city sold the former library building and parking to the First United Methodist Church of Greenville. Board President Nancy Kortess praised the efforts of community loyalty at the opening. A formal dedication was held on November 20.

The Michigan Newspaper Project, a coordinated effort of the Library of Michigan, the National Endowment for the Humanities and the Library of Congress, has just published "Michigan's Newspapers: A Family History, 1809 - Present: A Work in Progress." Set up much like a pedigree chart used by genealogists, the booklet is a guide for librarians, researchers, genealogists and others to the titles, dates and the life of a published newspaper. "Michigan's Newspapers" is available at the LM homepage, <http://www.libofmich.lib.mi.us/services/usnphistories.html>. Print copies are also available for duplication. For more information, please contact Marni Schlesinger-Harris at (517) 373-3071 or you may email her at [marnis@libofmich.lib.mi.us](mailto:marnis@libofmich.lib.mi.us)

The Oscoda County Library's new facilities (right) in Mio were dedicated on December 19, 1998. According to State Librarian George Needham, who attended the ceremonies, "The Oscoda County Library is an imposing structure, with exposed beams



over the public service desk, plenty of room for meetings and programming, and an open floor plan to encourage creativity and expansion. The color scheme is a light mauve, which seems to be very popular in libraries these days." This project also enjoys the distinction of being the last library building in the state to receive Library Services and Technology Act, Title II Construction Funds. This was one of the last grants under the old law and the last library building to be opened with LSCA assistance. The library also celebrated 50 years of service to its community.

The Peter White Public Library of Marquette, Michigan, is extremely pleased to announce the award of a \$300,000 Challenge Grant from the National Endowment for the Humanities (NEH). The library was selected as one of 30 Challenge Grant recipients and is the only Michigan recipient in this federal funding cycle. A total of 112 applications were submitted nationwide. Eight public libraries received awards. The challenge grant requires a match of \$900,000 in private contributions in order for the library to receive the full \$300,000 from NEH. The award will assist the library with its \$9 million expansion project. One-third of the project's cost will be provided through a bond issue passed in August 1996. The library is raising the remaining \$4.5 million; to date, a little over \$3.26 million has been raised, not including the NEH grant.



The Berkley Public Library in Oakland County has a piece of history tucked away inside, waiting to be discovered. When it is, on the library's one hundredth birthday in 2028, citizens will find a foot locker full of items reflecting both the past and the present. The cache includes old Berkley newspapers and Beanie Babies, Spice Girls and Lilith Fair CDs, a Berkley public safety officer's hat, a cellular phone and 1998 Woodward Dream Cruise T-shirts. And that's not all--curious residents of the future will also find a virtual pet, a copy of Titanic, the hit video of 1998, and a magazine with Titanic star Leonardo DiCaprio on it, and many more items. Library board member Dr. Dan Benton put the time capsule behind one of the library's cabinets during a preview party in mid-October 1998. Library Director Celia Morse thought the whole idea of a time capsule was "wonderful. It just gives a real flavor for what life is like today. I'm sure 30 years from now, people will all think this is quaint stuff. I particularly wonder if there will be the means to watch that Titanic movie."

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*The Legislative Council list is not complete—  
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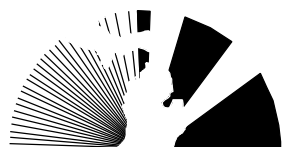
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